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**MEMORANDUM FOR:** Deputy Director (Support)

**SUBJECT:** Official Personnel Folders

**REFERENCE:** Memo for DD/S from D/Pers, dtd 16 Apr 56, same subject.

1. This memorandum is for information. It reports on our progress in achieving tighter control over and limiting the use of Official Personnel Folders to protect the confidential nature of their contents.

2. There are three developments which will assist in furthering these objectives:

a. A special envelope for use only in transmitting Official Personnel Folders has been designed and a sample furnished your office. This envelope is titled as to its content, including the employee's name, and marked for handling on an Eyes Only basis. This makes it unnecessary for the envelope to be opened for logging or registry with an attendant risk of scrutiny by unauthorized individuals.

b. The biographic profile, summarizing an individual's pre-CIA and CIA history, which is being developed in conjunction with the new competitive promotion procedure should also be a satisfactory substitute for the Official Personnel Folder for many purposes. This profile would be maintained in the operating elements and its use in lieu of the folder would be encouraged by its readier availability.

c. The competitive promotion procedure currently under consideration by the Career Council should also reduce traffic in Official Personnel Folders. This would be a logical result of the periodic scheduling of promotion consideration for each grade group and of the panel consideration. It is intended that the panels rely on the biographic profiles mentioned above rather than the Official Personnel Folder whenever practicable.

Signed

Harrison G. Reynolds  
Director of Personnel

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